

SECTION II:
POLICY & PROCEDURE MANUALS

The WIC Policy & Procedure Manual and Vendor Policy & Procedure Manual are part of the State Plan. These plans are provided as an attachment to the State Plan as updates occur.

Revisions are made as policy and procedure changes.

Any updates on policy or other necessary information about the WIC Program and its management that take place between the entire manual revisions are issued to:

- a. The Local Agency and other personnel via numbered memorandums (memos). Memorandums are issued from the State Office through electronic mailings, available on MIS system for review and through mailings.
- b. Policy and Procedure is currently being upgraded to an electronic version – that is available via the internet and MIS system. All policy and procedure are available to print for Local Agency use if needed.
- c. The Retailers through a statewide mailing or distributed during contract time.

These revisions will be sent to the Regional FNS Office at the same time they are sent to staff and retailers throughout the State with the exception of policies needing prior approval from the Regional Office.